

**TOWN OF SHEFFIELD  
SELECT BOARD  
WORKING MEETING  
JUNE 15, 2023  
TOWN HALL – SECOND FLOOR MEETING ROOM  
9:30 AM**

Board Members Present: Robert C. Kilmer, Jr., Chairman  
Nadine A. Hawver  
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator  
Jill Hughes, Assistant Town Administrator  
David Ruot, Highway Superintendent  
James Kelly, Forester  
John Comeau, Weston and Sampson

Chairman Kilmer called the meeting to order.

Jim Kelly gave an update on the forest cutting plan, which will be put out to bid in a month, and the survey of the wetland delineation and the usable land. There is approximately 4 acres that can be used and has been approved the Conservation Commission. The site plan, soil conditions and expansion of the buildable area were discussed.

John Comeau from Weston and Sampson was present to discuss the preliminary layout of the proposed new highway garage. The Board and J. Comeau went over each proposed room and discussed its size and uses. It was the consensus that the private office, copy/mail alcove, DPW file storage, small conference room, telephone data, mechanic's office, tire storage and sign shop room would be removed or incorporated in another space. The admin area would be reduced to one employee space. The muster room could also serve as a small conference room. The fluid storage room to be reduced by approximately half of the proposed size.

The wash bays were discussed, there is space outside for the heavy solids and the inside would be used for complete washing. All of the water would be captured and directed into the drain into the holding tank.

The design presented shows a drive thru garage with one door at each end. The vehicles would be parked slanted on each side with space for the other equipment in the corners. Chairman Kilmer expressed his concerns with the dead space in the center aisle and would prefer a stacked option without the drive thru option and multiple doors. Chairman Kilmer and Superintendent Ruot will meet to lay out a different option for the vehicles.

Selectman Wood asked if there would be an area outside for storm debris and about the salt and sand areas. These areas will be discussed once the building has been designed.

J. Comeau and J. Kelly left the meeting.

Selectman Hawver discussed the employee picnic. She stated that the caterer quoted a price of \$2,200 for 50 people and \$1,800 for 35 people. Selectman Wood moved to approve \$1,800 to \$2,200 for the employee picnic, seconded by Selectman Hawver. The motion carried unanimously.

Selectman Wood moved to appoint Robert Cronk to the position of Transfer Station Attendant, seconded by Selectman Hawver. The motion carried unanimously. Administrator LaBombard stated that her office received another application and she would reach out about their plans for the fall.

Administrator LaBombard discussed the bridge on East Road that is currently closed. She stated there is an old bridge at the highway garage that could be used to make it a walking bridge. It was the consensus of the Board to get a cost estimate.

Discussion on the purchase of a water truck for Highway was tabled to next week's meeting.

The Board discussed the driveway curb cut on Hewins Street. The application was for widening the road, but the applicant created a new driveway. It was the consensus of the Board to draft a letter to Mr. Goodchild. The Board will review at their working meeting next week.

The Board discussed the offer from Ward's Nursery to donate a tree for the Town Park. Selectman Hawver moved to accept the donation of a yellow Magnolia tree from Ward's Nursery with the placement to be determined and to send a letter of thanks to Ward's Nursery, seconded by Selectman Wood. The motion carried unanimously.

The Board reviewed and discussed the draft letter to the Manager of the Farmer's Market. The Farmer's Market was held at the Town Park on June 9<sup>th</sup> and the Board was not aware that it was being moved to that location. Selectman Hawver moved to approve the letter to the Manager of the Farmer's Market as drafted, seconded by Selectman Wood. The motion carried unanimously.

Administrator LaBombard discussed the progress that Selectman Wood has made cleaning the third floor of Town Hall. She asked the Board to consider closing Town Hall one to two days, separate from Wednesdays, to allow employees to go through the boxes of documents. Selectman Hawver suggested combining a Wednesday with closing one extra day or close one Department for a day. Selectman Hawver moved to allow the Town Administrator to decide what day to close, seconded by Selectman Wood. The motion carried unanimously.

Selectman Wood discussed the Kiwanis shed lease. She stated that in the past the Kiwanis allowed other non-profits to store items in the shed, but that is not being allowed anymore as they are using the space for can sorting. It was the consensus of the Board to invite the President of Kiwanis to a meeting to discuss.

It was the consensus of the Board to meet with the Animal Control Officer. A letter will be sent asking her to attend a meeting on June 29<sup>th</sup> at 4:00 PM.

It was the consensus of the Board to cancel their meeting on Tuesday, June 20<sup>th</sup>.

The Board discussed recent correspondence from the Board of Health regarding a food truck permit. It was the consensus of the Board to schedule a meeting with the Board of Health at 5:00 PM prior to their next meeting.


Administrator LaBombard discussed the Complete Streets reimbursement request in the amount of \$69,000 that MassDOT will not pay. She stated the money would need to be paid out of another account. The Board discussed the letter from MassDOT. Selectman Wood moved to allow Administrator LaBombard to allocate the \$69,000 from another account, seconded by Selectman Hawver. The motion carried unanimously. Selectman Wood asked Administrator LaBombard to find out how much money is left in Complete Streets.

Administrator LaBombard stated that Berkshire School donated money to the Town, the Fire Department, the Police Department and the Cultural Council. Selectman Wood moved to send a letter of thanks to Berkshire School, seconded by Selectman Hawver. The motion carried unanimously.

Selectman Wood moved to adjourn the meeting, seconded by Selectman Hawver. The motion carried unanimously.

Chairman Kilmer adjourned the meeting at 12:16 PM.

Respectfully submitted:



Jill Hughes  
Assistant Town Administrator

Documents reviewed at this meeting:

Appointment Letter-Robert Cronk

Email from Attorney Garrett

Email from Ward's Nursery

Draft Letter to Manager, Farmer's Market

Kiwanis Lease